

Bingo Training



**Presented by the Washington State
Gambling Commission**



WASHINGTON STATE GAMBLING COMMISSION
LOCATION: 649 Woodland Square Loop SE, Lacey WA 98503
MAILING ADDRESS: P. O. Box 42400, Olympia WA 98504-2400
TELEPHONE: 360-438-76540 -- FAX NUMBER: 360-438-7503
TOLL-FREE IN-STATE: 1-800-345-2529
TDD: 360-438-7638
WEB SITE: www.wsgc.wa.gov

MANDATORY TRAINING ATTENDANCE REPORT

Attendance Date:

03 / 01 / 2000

*** PLEASE PRINT LEGIBLY ***

Attendee's Personal / Organizational Information

1. Full Name: SMITH JOHN P
Last Name First Name M.I.

2. Social Security Number: 021 - 33 - 9269 Birthdate: 01 / 01 / 1968

(360) 600 - 0202 Work Phone Male ☒ Female ☐

(425) 259 - 2233 Home Phone () - Cell Phone (Optional)

E-Mail Address (if available)

3. JOHN'S PLACE
Organization Representing

MARYSVILLE
Organization's City

Do you or your organization already have a gambling license?

☒ Yes ☐ No

If No, have you or the organization you represent submitted an application for a gambling license?

☐ Yes ☐ No

Class or Classes Attended

(Please check each class attended today.)

☒ Punch Board / Pull-Tab ☐ Bingo ☐ Cardroom ☐ Raffle ☐ Fund-Raising Event ☐ Amusement Games

I acknowledge that I have received training in the subject(s) listed above and understand my responsibility to comply with all rules and statutes.

Signature of Attendee:

John Smith

The above individual has attended the mandatory prelicensing training as required by WAC 230-04-020.

Signature of Certifying Special Agent:

Special Agent

*** AVOID PROCESSING DELAYS ***

Please recheck your answers. All information must be complete and legible. Your licensing process will be delayed if information is missing or cannot be read.

Distribution:
GC4-156 (Rev. 12/99)

White - Gambling Commission

Pink - Individual / Organization

29569



Filling Out Your Attendance Form

Must be Complete & Legible

- **Name and Social security number**
- **Organization/Employer**
- **The class you are taking**
- **Signature**

***Note-if you have moved since submitting your application, please call licensing to update your address**

Regional Phone Numbers

Everett (425) 339-1728

Tacoma (253) 471-5312

Spokane (509) 329-3666

Licensing (360) 486-3440

Toll Free 1-800-345-2529

Website: www.wsgc.wa.gov

Introduction

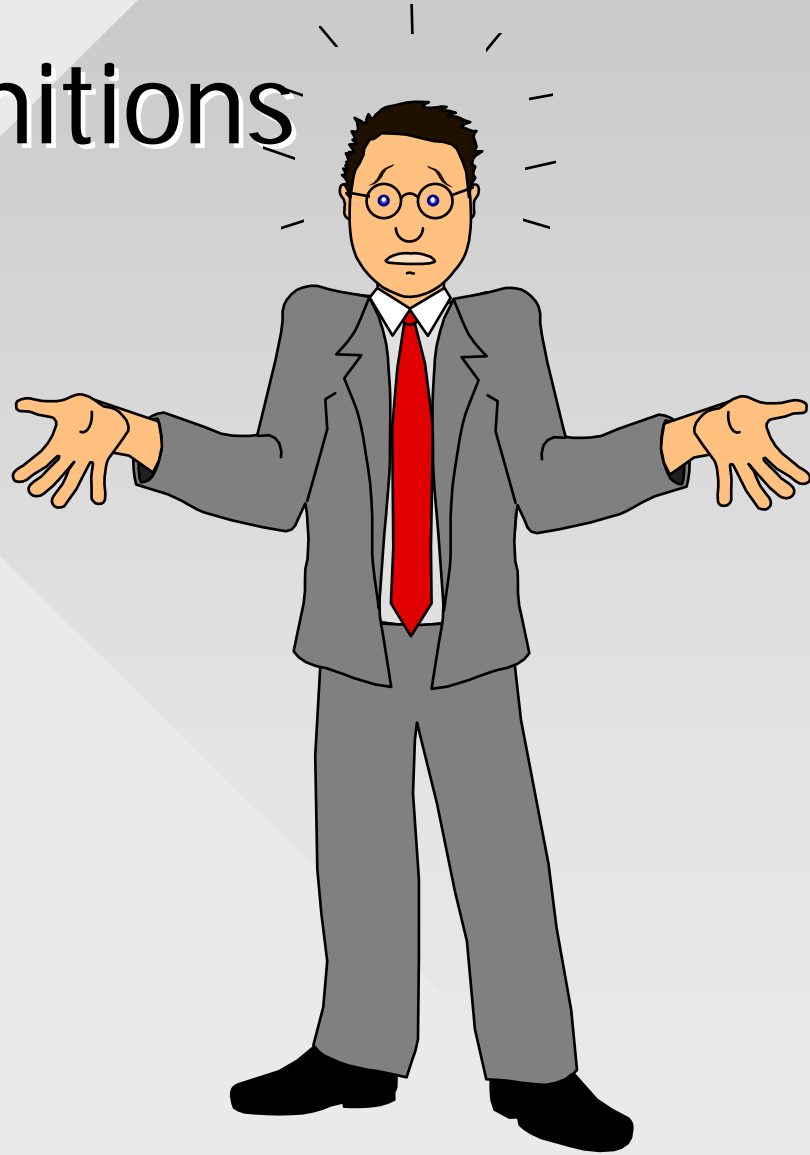
The purpose of this training is to:

- **Introduce you to the rules governing the operation of bingo in Washington State.**
- **Overview record keeping requirements.**
- **Establish a basic understanding of your responsibilities, rule knowledge, and resources.**

Presentation Overview

- I. Definitions**
- II. General Gambling Rules**
- III. General Bingo Rules**
- IV. Bingo Equipment**
- V. Conduct of The Game**
- VI. Basic Record Keeping**
- VII. Adjusted Cash Flow Requirements**

I. Definitions



WAC 230-20-050 - Use of Proceeds

- **Must only be used towards the organization's stated purpose.**
- **Proceeds to benefit an individual must receive prior approval by the Commission**

230-12-078 Independent Management Control Structure

Each organization must have a control structure that facilitates the following:

- 1. Gambling activities are supervised;**
- 2. Gambling proceeds are used for the organization's stated purpose;**
- 3. Protection from misuse or theft;**
- 4. Implementation of organization's policies;**

Organizations licensed for gross receipts exceeding 3 million must:

- 1. Develop and implement a management control system;**
- 2. Have independent oversight from officers or Board;**
- 3. Have written policies that set scope and authority of officers and employees;**
- 4. Have management and accounting controls;**
- 5. Justify all expenditures including wages;**

6. Have planning process to set goals;

7. Accounting Controls must include:

- Management approval for expenditures**
- Restrict access to assets**
- Periodic inventory of physical assets**

230-02-418 - Nonprofit Gambling Manager Defined

- **Primarily responsible to supervise gambling activity**
- **Assigned responsibility to supervise other gambling managers**
- **The Employee who has the highest level of authority over the day-to-day affairs of the organization**

230-12-079 Duties of Gambling Manager

- **Ensure public is protected from fraud**
- **Ensure safety of participants**
- **Fair and equal participation by players**
- **Organization is protected from theft**
- **Records are complete and correct**
- **Gambling proceeds are protected and deposited into organization's bank account**
- **Gambling proceeds are used for organization's stated purpose**

230-20-070 Regulation of Managers, Operators, and Employees

- Organizations must supervise all persons involved in the conduct of bingo and ensure regulations are followed
- Only members or employees shall manage or conduct the operation of bingo
- Persons involved with a class A, B or C bingo game may volunteer at another class A, B or C bingo game
- A primary manager must be designated
- Class D and above primary manager cannot work at another bingo game. All assistant managers are allowed to be hourly employees at another bingo game
- Want to work at two bingo games? Refer to rule

230-04-145 - Licensing Nonprofit Gambling Managers

The following managers must be licensed:

- Class D and above bingo**
- Class C and above Pull Tabs**
- Any employee supervising a licensed manager**
- Highest level employee of the organization**

230-04-145 - Licensed Gambling Manager on Premises

For Class D and larger bingo games:

- **A licensed gambling manager must be on premises during all hours of bingo operation**

230-20-220 - Operators Shall Not Play

Paid bingo employees cannot play at any bingo games where they work.

Exceptions:

- **Class A,B, and C bingo games**
- **Volunteers who are not on duty**
- **non-bingo employees (snack bar, pull tabs)**
- **Seven days after resignation**

230-04-147 - Notification of Termination, Changing or Beginning Gambling Manager Responsibilities

Written notification must be submitted by the organization within 10 days to include:

- Name and birth date**
- Starting/ending work date**
- Full description of change**
- Signed by supervisor of manager**

Note: License is void upon resignation

II. General Gambling Rules



Basics

- **230-12-010 - Inspection of premises, records, and devices may be done by law enforcement when activity is conducted.**
- **230-04-450 - Licenses must be displayed**
- **230-12-080 - A copy of Commission rules must be on premises**
- **230-12-090 - Problem Gambling sign must be posted and caution must be disclosed**
- **230-04-455 - Licensed employees must wear a nametag in clear view**

WAC 230-12-045 – Promotions For Gambling Activities

Gambling promotions directly related to gambling activity must meet the following conditions and restrictions:

- **May offer cash, merchandise, or coupons**
- **Equal opportunity for players**
- **May allow free entry or discount into gambling activity**

Promotions For Gambling Activities Continued...

- **Promotions rules must be disclosed**
- **Individual items offered cannot exceed \$500**
- **Cannot involve a scheme in which the prize is an entry into another gambling activity regulated by the Gambling Commission**
- **Cannot be combined with a “promotional contest of chance”**

230-12-050 - Extension of Credit, Loans, or Gifts Prohibited

No licensee, member, or employee shall extend credit, or grant a gift to any person playing an authorized activity.

- **Credit cards are prohibited for bingo**
- **Free food, drink, or merchandise can be offered according to the following conditions:**
 - \$500 limit per item, per person
 - Cannot be traded for entry in gambling activity
 - Items exceeding \$100 require a written record

230-12-053 - Acceptance of Checks

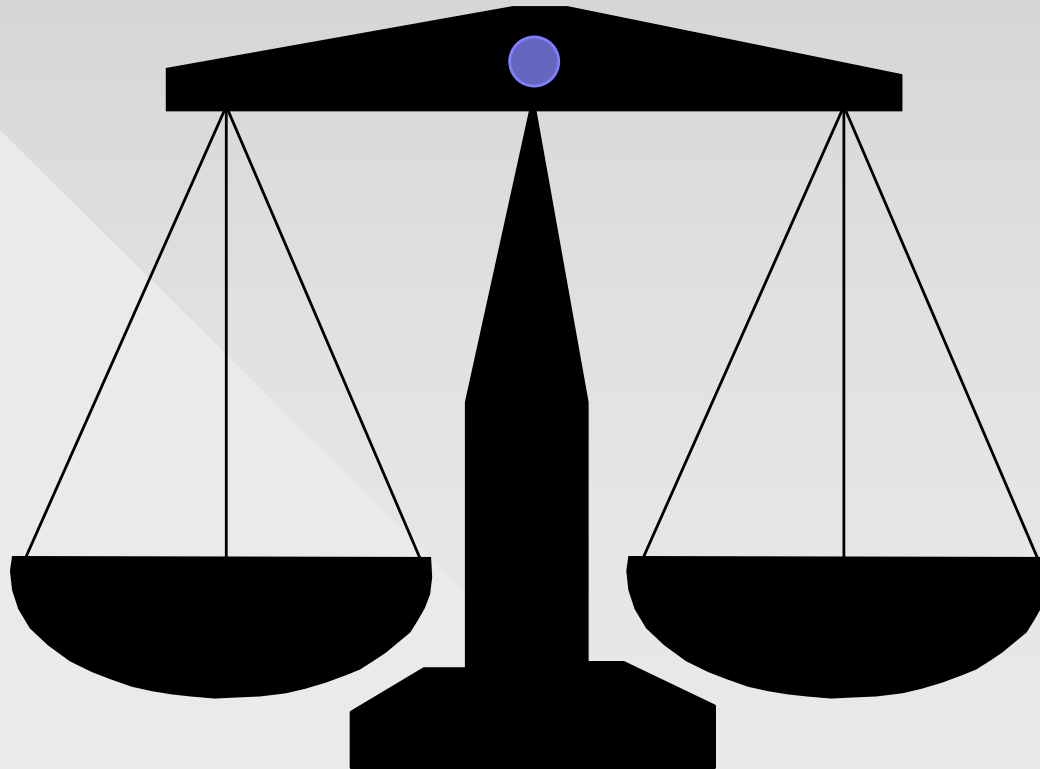
Checks must be fully negotiable upon acceptance. They cannot be:

- A third party check**
- A counter check**
- From a player with a balance owed on an NSF check**

Miscellaneous

- **230-12-030 - No liquor as prizes**
- **230-12-040 - No firearms as prizes**
- **230-04-280 Notify law enforcement after issuance of gambling license within 10 days. Notification must be 10 days prior to operation of activity. A,B and C bingo licensees are exempt.**
- **230-04-330 - Notification of change in management**
- **230-04-320 - Notification prior to change of location**
- **230-12-310 - Notification of civil, criminal suits, and administrative actions**

III. General Bingo Rules



230-20-010 Disclosure of Prizes and Rules

Should include at least the following:

- **Cost to participate**
- **Description of prizes, extra costs, conditions**
- **Cost or retail value of merchandise prizes exceeding \$50**
- **House rules**
- **Whether duplicate cards may be used (Only allowed for Class A,B, and C, or for braille cards)**

Miscellaneous

- **230-20-103 - Bingo cards must be sold upon the premises prior to or during the session intended for play, however, entry guarantees for future sessions may be purchased if rule guidelines are followed.**
- **230-12-027 - Persons under the age of 18 cannot participate in bingo unless they are accompanied by a guardian, who is at least 18 years of age**
- **230-20-052 - Transportation can only be provided to players outside of Washington State. This is limited to one occasion per week**

230-20-115 Gift Certificates

Gift certificates can be sold or issued as prizes and can be redeemed for any activity:

- Receipts must be deposited within 5 banking days**
- Must expire after one year**
- Certificates awarded as prizes cannot exceed \$50 and must expire after 3 months**
- See rule for other specifics**

Activities and Entertainment

230-20-242 - Activities Conducted as Bingo games:

- **Drawings**
- **Creativity contests**
- **Good neighbor schemes**
- **Birthday bonus**
- **Second element of chance schemes**

IV. Bingo Equipment

Basic bingo equipment is common and specific details are covered in the handout for your review.

This section of the presentation will only cover electronic bingo daubers

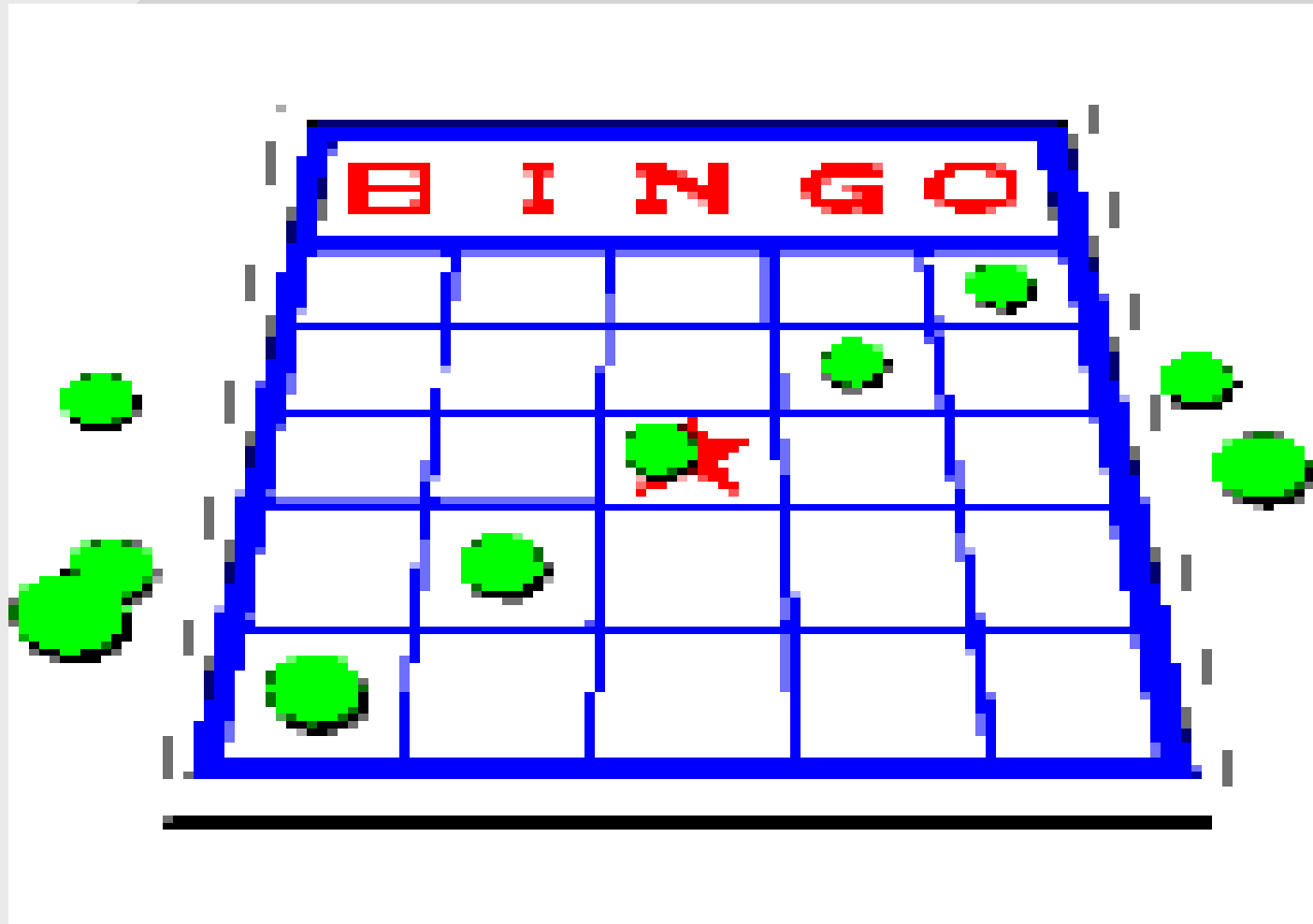
230-20-244 Electronic Daubers

Electronic bingo card daubers must:

- **Be manufactured by a licensed manufacturer**
- **Be sold or leased by a licensed Distributor**
- **Require player to input each number**
- **Notify the operator of a winning pattern**
- **Limit of 66 card faces per game and one dauber unit per person**
- **Not be reserved for players**

Note: A separate fee may be charged for the use of electronic dauber units

V. Conduct of The Game



230-20-246 - Manner of Conducting Bingo

- 1. Must be conducted at the premises**
- 2. Sales take place prior to start of session**
- 3. Sales may take place after session begins if it does not allow any player advantage**
- 4. Hard cards must be selected/purchased prior to game in which it is used**
- 5. No selection of throwaway bingo cards**
- 6. No card reservations except for braille cards**
- 7. Cards sold for a specific prize must have the same price and be distinguishable from other cards**
- 8. Numbers selected in presence of players**

Manner of Conducting Bingo Continued...

- 9. Number must be called as they are drawn**
- 10. Number must be lit on flashboard immediately**
- 11. Game ends when specified pattern is attained by a player**
- 12. Bonus games are played concurrently with other bingo games**
- 13. If two players achieve a winning pattern simultaneously, the prize shall be split in two**
- 14. Minimum prize or prize pool must be disclosed**
- 15. Verification must be done by a game employee and a neutral player**

Manner of Conducting Bingo Continued...

16. If a bingo is declared, the next ball out of the machine must be removed prior to shutting off the machine

17. Winning bingo verification:

- **Worker reviews winner's receipt**
- **Licensee obtains winner's positive identification**
- **Prize receipt issued**
- **Prize shall be awarded**

Note: All prizes offered must be available prior to the start of the session. Merchandise prizes must be fully paid for.

230-20-255 - Linked Bingo - Manner of Conducting

A linked bingo prize provider must request approval from the Commission prior to adding another bingo hall to the satellite bingo game. The satellite game must be conducted as follows:

- 1. Numbers are selected at a licensed premises in the presence of players**
- 2. Winners of the main prize must be verified by a licensed gambling manager, neutral employee, and the game caller**
- 3. All balls will be removed from the blower and recorded in the order they were removed**
- 4. Main or bonus prizes must be awarded within 48 hours**

230-20-255 - Linked Bingo - Manner of Conducting Continued...

- 6. Provider must establish procedures for operators to follow**
- 7. Operator must disclose series number and sheet numbers sold to players**
- 8. Provider must not restrict which bingo operators can participate**
- 9. Provider may establish consolation prize to be paid**
- 10. Provider may allow players to mark all odd or even numbers based on calendar date. Hidden face cards must be used for this scheme**

230-20-255 - Linked Bingo - Manner of Conducting Continued...

- 11. Class A, B, and C operators must maintain records required for a class D license.**
- 12. Card sales must cease prior to drawing first ball**
- 13. Licensee may not require a player to call bingo on the last number called**
- 14. For all games, a winner (main or consolation prize) must be determined at each premises.**

Game Variations

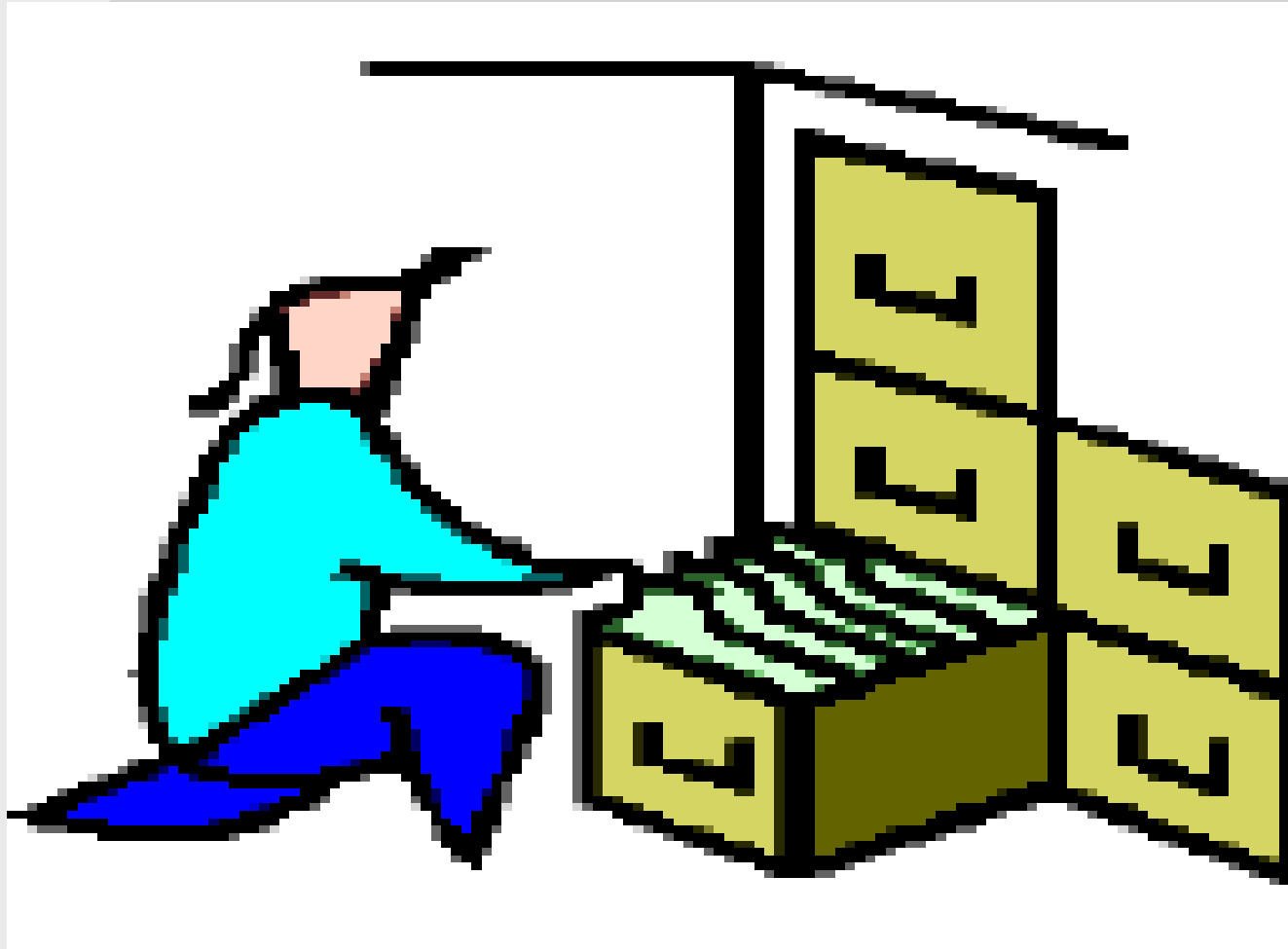
230-20-241 Player Selection Games:

- Two-part disposable card
- Original copy placed in a locked container
- Special verification procedure for prizes of \$250 or more
- See rule for other specifics

230-20-243 Hidden Face Bingo Games

- Special hidden face cards used
- Cards may be sold after numbers called
- Must have separate display board to show numbers called

VI. Record Keeping Requirements



230-08-017 Control of Gambling Equipment - Identification Stamps

- **All sets of disposable cards for use in Washington must have a Gambling Commission I.D. stamp**
- **Electronic bingo daubers must have a Gambling Commission I.D. stamp**

230-20-101 - Income **From Bingo Games -** **Receipting**

- Class A,B, and C bingo licensees are exempt from this rule - WAC 230-20-400 and 230-08-015 list reduced record keeping requirements
- Class D and above bingo licensees must account for all income from bingo games using one or more of the five different receipting methods as applicable.

230-20-104 Cash Register **Receipting**

- **Sufficient cash register keys to record each type of sale**
- **Produce and retain an “x-tape” summary**
- **Must print customer receipt**
- **Must imprint a consecutive transaction number**
- **Internal tape must be retained with daily records**
- **See mandatory training handout and record keeping handout for specifics**

230-20-105 - Ticket Method of Receipting

Licensees may use consecutively numbered tickets to record:

- **Bingo sales (See rule for restrictions)**
- **Bonus games, hard cards or drawings (See rule for restrictions)**
- **Tickets used by Class F or above must be purchased from a licensed distributor or manufacturer**

Ticket Receipting - Form GC2-1180

See 230-20-105
Class F & above - bonus games only *May only be used*
BINGO DAILY SUMMARY *Class E and below*
TICKET RECEIPTING

Licensee's Name: What A GAME Date: 1-28-9X Session: Sunday-Day

Game: EARLY BIRD

COLOR	Blue					
ENDING NO. SOLD	1000649					
(-) BEGINNING NO.	1000350					
(+) ADD 1	+ 1	+ 1	+ 1	+ 1	+ 1	+ 1
(=) NO. ISSUED	300					
(-) NO. RETURNED	-					
(=) NO. SOLD	300					
(X) \$ VALUE	.25					
(=) GROSS RECEIPTS	\$ 75.00	\$	\$	\$	\$	\$

Game: REGULAR

COLOR	Brown	Red				
ENDING NO. SOLD	604000	032182				
(-) BEGINNING NO.	603278	032001				
(+) ADD 1	+ 1	+ 1	+ 1	+ 1	+ 1	+ 1
(=) NO. ISSUED	723	182				
(-) NO. RETURNED	-	-				
(=) NO. SOLD	723	182				
(X) \$ VALUE	1.00	1.00				Total
(=) GROSS RECEIPTS	\$ 723.00	\$ 182.00	\$	\$	\$	\$ 905.00

Game: HALFTIME

COLOR	Yellow					
ENDING NO. SOLD	430218					
(-) BEGINNING NO.	430165					
(+) ADD 1	+ 1	+ 1	+ 1	+ 1	+ 1	+ 1
(=) NO. ISSUED	54					
(-) NO. RETURNED	-					
(=) NO. SOLD	54					
(X) \$ VALUE	.50					
(=) GROSS RECEIPTS	\$ 27.00	\$	\$	\$	\$	\$

BINGO TICKET LOG

Licensee's Name What A Game

IMPORTANT: All rolls must be logged in prior to the next bingo occasion. Each roll received is only logged in once.

[illegible]

(1) Each entry must be initialed by the person logging in each roll.

230-20-106 - Electronic Bingo Dauber Receipting

- **Copy of receipting summary must be printed and retained with session records**
- **Any unsold cards must be retained with the daily records**
- **Refer to specific rule for details**

230-20-107 - Throwaway **Receipting**

This method tracks the beginning and ending numbers of each type of cards issued during a session:

- **Used for packs or single games**
- **Each disposable card must be consecutively issued at each sales point**
- **Any cards not issued consecutively during a session must be retained if the audit number is lower than the highest number that was issued**

Throwaway Receipting Example

BINGO SESSION SUMMARY – DISPOSABLE CARD RECEIPTING

Licensee's Name: Our Game Date: 1-31-9x Session: AM
 Game: Black pot
 No. of Cards Per Sheet 3 No. of Sheets Per Packet 1
 Skips Between Sheet Numbers (1) N/A

SERIAL NO.	31949			
COLOR/BORDER PATTERN	Green br.			
ENDING NO. SOLD (2)	382			
- BEGINNING NO. SOLD	199			
+ PREVIOUS SESSION RETURNS (3) ...	0			
+ ADD 1		+1	+1	+1
= NO. ISSUED	184			
- NO. RETURNED (3)	0			
- NO. MISSING (4)	0			
= NO. SOLD	184			
x DOLLAR VALUE EACH (5)	2.00			
= GROSS GAMBLING RECEIPTS (6)	368.00			
				TOTAL (6)
				368.00 (5)

Notation Only: Actual Cash Collected 368.00 (7)
 Cash Over/(Short) 0

Game: Texas Blackout
 No. of Cards Per Sheet 3 No. of Sheets Per Packet 1
 Skips Between Sheet Numbers (1) N/A

SERIAL NO.	210119			
COLOR/BORDER PATTERN	pink			
ENDING NO. SOLD (2)	446			
- BEGINNING NO. SOLD	244			
+ PREVIOUS SESSION RETURNS (3) ...	0			
+ ADD 1		+1	+1	+1
= NO. ISSUED	203			
- NO. RETURNED (3)	0			
- NO. MISSING (4)	0			
= NO. SOLD	203			
x DOLLAR VALUE EACH (5)	2.00			
= GROSS GAMBLING RECEIPTS (6)	406.00			
				TOTAL (7)
				406.00 (5)

Notation Only: Actual Cash Collected 386.00 (7)
 Cash Over/(Short) <20.00>

FOOTNOTES:

- (1) IF PACKETS, RECORD THE DIFFERENCE BETWEEN THE TOP SHEET AND THE SECOND SHEET OF EACH PACKET. IF THE SKIP IS NOT UNIFORM BETWEEN SHEETS, EACH SERIES MUST BE RECORDED.
- (2) THE ENDING NUMBER SOLD IS THE LAST THROWAWAY SOLD TO A CUSTOMER, NOT THE NEXT NUMBER IN THE SERIES.
- (3) ALL UNSOLD OR RETURNED SHEETS OR PACKETS IN ANY SERIES, WHICH ARE NUMBERED BELOW THE HIGHEST NUMBER ISSUED, MUST BE SOLD THE NEXT SESSION THE SERIES IS USED OR RETAINED WITH THE SESSION RECORDS.
- (4) ADJUSTMENT FOR ANY MISSING SHEETS OR PACKETS MUST AGREE WITH MANUFACTURERS PACKING RECORD.
- (5) ALL DISPOSABLE CARDS IN THE SAME SERIES MUST BE SOLD FOR THE SAME PRICE.
- (6) ENTER THIS AMOUNT IN THE "GROSS RECEIPTS PER RECEIPTING REC." COLUMN OF THE "BINGO SESSION SUMMARY – CASH CONTROL" RECORD.
- (7) THIS LINE IS FOR YOUR CONVENIENCE ONLY. DO NOT USE THIS AMOUNT AS YOUR GROSS RECEIPTS. SEE (6).

230-20-108 Combination **Receipting**

This method utilizes both cash register receipting and throwaway receipting. Required for Class F and above to record income for:

- Disposable card packets
- Disposable card sheets if set is divided into subgroups
- Electronically generated cards
- Bonus games

Combination Receipting - Session Summary

MINNESOTA STATE GAMBLING COMMISSION *Sample -*
BINGO SESSION SUMMARY - CASH CONTROL Class *FT* COMBINATION
 Licensee's Name: *Whatta Game* Date: *4/4/9X*
 Session: *Late Night (LN)* Attendance: *216* Time Attendance Taken: *9:05 pm*
 FORMAT

TYPE OF SALE (1):	GROSS SALES PER INVENTORY (2)	+/- DIFFERENCE (3)	GROSS RECEIPTS PER RECEIPTING REC. (4)	LESS: VOIDS AND OVERRINGS (5)	EQUALS: ADJUSTED GROSS RECEIPTS	LESS: PRIZE PAYOUTS	EQUALS: NET RECEIPTS
REGULAR CARDS/PACKETS	\$1035.00 ⁽¹⁾	\$5.00 ⁽²⁾	\$1030.00 ⁽³⁾	\$0	\$1030.00	\$986.50 ⁽⁴⁾	\$43.50
HALFTIME REG. CARDS/PACKETS							
DOUBLE PAY-GARBS/PACKETS	3380.00 ⁽³⁾	0	3380.00 ⁽⁴⁾	0	3380.00	2781.00 ⁽⁵⁾	599.00
<i>Early Birds</i>			364.00 ⁽⁵⁾		364.00	192.00 ⁽⁶⁾	172.00
<i>Wagon Wheel</i>			439.00 ⁽⁶⁾		439.00	134.00 ⁽⁷⁾	305.00
<i>Super G</i>			560.00 ⁽⁷⁾		560.00	201.50 ⁽⁸⁾	358.50
<i>Bonanza</i>			556.00 ⁽⁸⁾		556.00	126.00 ⁽⁹⁾	430.00
<i>Texas</i>			506.00 ⁽⁹⁾		506.00	150.00 ⁽¹⁰⁾	356.00
<i>Pick 7</i>			704.00 ⁽¹⁰⁾		704.00	150.00 ⁽¹¹⁾	554.00
LUCKY NUMBER/PIGJACK (7)							
SESSION TOTALS	\$	\$5.00 ⁽²⁾	\$7539.00	\$	\$7539.00	\$4720.00	\$2619.00

LUCKY NUMBER/PIGJACK TYPE GAMES (8) *notation only*

BEGINNING BALANCE	\$ 75.00
ADD: INCREASES (7)	5.00
LESS: PAYOUTS (8)	(50.00)
ENDING BALANCE (9)	\$ 30.00

EXPLANATION OF CASH OVER OR SHORT EXCEEDING \$20.00 (10):

ADD: BEGINNING WORKING BANK	\$2500.00
ADD: PRIZES PAID WITH CHECK OR MERCHANDISE	\$1000.00 ⁽¹⁹⁾
SUBTOTAL: EXPECTED CASH - PER RECORDS	6119.00
ADJUSTMENTS: CASH OVER OR (SHORT) (10)	*\$9.00
ACTUAL CASH: PER COUNT	6110.00
LESS: ENDING WORKING BANK (11)	2501.00
EQUALS: CASH DEPOSIT REQUIRED (12)	\$3610.00

PREPARED BY (13): *Cindy Van Wey* DATE: *4/4/9X*
 BINGO MANAGER (13): *Steve Reed* DATE: *4/4/9X*

*Note: Circled number agrees to supporting receipting document.
 for instructional purposes only.*

230-20-102 - Record of Winners

- **All winners must provide proof of card purchase and identification**

Prize Receipts must be:

- **Consecutively numbered and issued**
- **Printed by a commercial printer on two-part, self duplicating paper**

Prize receipt must have the following information:

BINGO PRIZE RECEIPT EXAMPLE AND INSTRUCTIONS (See WAC 230-08-080(20 AND 230-20-102)	
OUR GANG MEMORIAL FOUNDATION 188 EIGHT BALL LANE SOMEWHERE, WA 90000	
DATE <u>6-15-91</u>	GAME NO. <u>7</u>
AMOUNT OF PRIZE (CASH OR COST OF MERCHANDISE) \$ <u>50.00</u>	
DESCRIPTION OF MERCHANDISE PRIZE _____	
CHECK NO. (IF APPLICABLE) _____	CASHIER INITIALS <u>CAW</u>
	PAYOUT EMPLOYEE INITIALS <u>GA</u>
SOC. SECURITY NO. (PRIZES OVER \$1,200) _____	
PRIZE WINNER INFORMATION (VALID I.D. MAY BE REQUESTED)	
NAME <u>Phred Jones</u>	
STREET ADDRESS <u>123 Main</u>	
CITY <u>Nowhere</u>	STATE <u>WA</u> ZIP <u>90001</u>
ORIGINAL (CUSTOMER'S COPY)	

BINGO PRIZE RECEIPT EXAMPLE AND INSTRUCTIONS (See WAC 230-08-080(20 AND 230-20-102)	
OUR GANG MEMORIAL FOUNDATION 188 EIGHT BALL LANE SOMEWHERE, WA 90000	
DATE <u>6-15-91</u>	GAME NO. <u>7</u>
AMOUNT OF PRIZE (CASH OR COST OF MERCHANDISE) \$ <u>50.00</u>	
DESCRIPTION OF MERCHANDISE PRIZE _____	
CHECK NO. (IF APPLICABLE) _____	CASHIER INITIALS <u>CAW</u>
	PAYOUT EMPLOYEE INITIALS <u>GA</u>
SOC. SECURITY NO. (PRIZES OVER \$1,200) _____	
PRIZE WINNER INFORMATION (VALID I.D. MAY BE REQUESTED)	
NAME <u>Phred Jones</u>	
STREET ADDRESS <u>123 Main</u>	
CITY <u>Nowhere</u>	STATE <u>WA</u> ZIP <u>90001</u>
DUPLICATE COPY (RETAIN WITH RECORDS)	

Washington State Gambling Commission Merchandise Inventory Control Log

Description: _____

Vendor / Donor Name: _____

Invoice Number: _____ Price / Fair Market Value Per Item: _____

Invoice Amount: _____ Date Purchased / Received: _____

Number of Items: _____

[illegible]

230-08-105 Disposable Bingo Cards Inventory Control Record

This is required for all class D and above licensees.

- **All purchase invoices for bingo cards must be maintained on premises**

Inventory Control Record

DISPOSABLE BINGO CARD/PACKET INVENTORY CONTROL RECORD

DISPOSABLE RECEIPTING METHOD

ensee: _____ Date - First Entry: _____

[illegible]

NOTE: THIS FORM WILL BE USED TO RECORD ALL DISPOSABLE BINGO CARDS PURCHASED BY A LICENSEE EXCEPT THOSE PLANNED TO BE SOLD USING THE COMBINATION RECEIPTING METHOD REQUIRED BY WAC 230-20-101(5). THESE CARDS WILL BE RECORDED ON FORM GC2-118J.
IF PACKETS, RECORD THE SERIAL NUMBER AND COLOR OF THE TOP SHEET.

230-08-080 Daily Records - Required for Class D and above

Must include:

- 1. Gross receipts for each type of sale**
- 2. The prize paid for each type of bingo game**
- 3. Beginning and ending cash for each session**
- 4. Attendance of players**
- 5. Call sheet for numbers selected by bingo blower**
- 6. Winning cards for prizes over \$200**
- 7. Master copy of game schedule**
- 8. Daily bingo record must be signed by bingo manager and person completing record**

230-12-020 - Gambling **Receipts Account**

- Each licensee must maintain a separate bank account solely for the purposes of depositing gambling receipts
- No expenditures, other than for prizes, can be made from receipts until they have been deposited
- Receipts must be deposited within 2 banking days

230-20-400 Lower Volume Exemptions

A, B, and C licensees are exempt from completing a daily record. At minimum, a monthly record must be prepared with the following:

- Gross receipts**
- Prizes paid**
- Summary of expenses**

230-08-010 - Monthly Records

- Required for all licensees
- Forms are not supplied by the Commission

	Initials	Date
Prepared By		
Approved By		

What A GAME
Sample - Bingo Monthly Summary/Cash Receipts Journal
January 199X page 2 of 2

Sessions	Gross Receipts	(-) Prizes % Paid	(=) Net Receipts	(+) Payouts BY Mase/Check	+/- CASH OVER/SHORT	(+) Deposit OF Working Bank	CASH Deposit	Notes
Subtotal	\$29745-	79 2201130	\$775370	\$500-	\$(38-)	-	\$819570	
page 1 16/1977								
1/25 1/190 (THUS. NIGHT)	2875-	81 184960	42550	490-	1050	-	924-	
1/28 1/115 (SUN. DAY)	1454-	80 1165-	291-	100-	2-	-	393-	
1/28 1/153 (SUN. NIGHT)	2448-	73 1787-	661-	-	(4-)	-	657-	
1/29 1/121 (MON. DAY)	1814-	76 1378-	436-	-	-	-	436-	
1/29 1/145 (MON. NIGHT)	2175-	72 1580-	615-	100-	(3-)	1000-	1712-	
21/2657	(1)	(1)	(1)					
January Totals	\$29933-	75 29771080	\$1016220	\$1190-	\$(3250)	\$1000-	\$1231970	
(1) TRANSFER THESE TOTALS TO QUARTERLY ACTIVITY REPORT.								

Quarterly Activity Report

- **Provided by the Commission**
- **Must be completed by Class D and above licensees**
- **Must be submitted no later than 30 days after the end of each quarter**

RECEIVED	REVIEWED	ENTERED

WASHINGTON STATE GAMBLING COMMISSION
POST OFFICE BOX 42400
OLYMPIA, WA 98504-2400 — (360) 438-7654, Ext. 327

ATTENTION
Submit report even if you
had no activity

**NON-PROFIT COMBINED
QUARTERLY ACTIVITY REPORT**

Please complete the following items (see attached instructions). Include only items DIRECTLY RELATED to your gambling activities. ROUND ALL AMOUNTS TO THE NEAREST WHOLE DOLLAR.

FINANCIAL INFORMATION:

	PUNCHBOARDS	PULL TABS	BINGO
(1) GROSS GAMBLING RECEIPTS	\$.00	\$.00	\$.00
(2) PRIZES PAID - Cash	\$.00	\$.00	\$.00
- Merchandise	\$.00	\$.00	\$.00
(3) NET GAMBLING RECEIPTS (Deduct prizes paid from line 1) ..	\$.00	\$.00	\$.00
(4) DONATED BINGO PRIZES	\$.00		
(5) ACCRUED BINGO PRIZES BALANCE ..	\$.00		

EXPENSES:

	PUNCHBOARDS/PULL TABS	BINGO
(6) WAGES - Attach wages supplemental worksheet (incl. benefits)	\$.00	\$.00
(7) SUPPLIES (Cost of PB/PT games & Bingo supplies)00	.00
(8) PRORATED GAMBLING LICENSE FEE (Include 1/4 of annual fee)00	.00
(9) TAXES - Paid or Accrued		
- LOCAL (City / County)00	.00
- STATE (incl. B&O and employer paid payroll taxes)00	.00
- FEDERAL (incl. employer paid payroll taxes)00	.00
(10) OCCUPANCY (Allocate if material)		
BUILDING - Rent00	.00
- Amortization / Depreciation (Circle any that apply)00	.00
UTILITIES (Include telephone) / REPAIRS / MAINTENANCE00	.00
PROPERTY TAXES / INSURANCE00	.00
OTHER (Attach a detailed list if either amount is over \$1,000)00	.00
RENTAL INCOME OR DONATED USE (credit)00
(11) EQUIPMENT - Rent00	.00
- Interest / Depreciation (Circle any that apply)00	.00
(12) ADVERTISING00	.00
(13) CONTRACT SERVICES (Accounting, janitorial, legal, consulting, etc.)00	.00
(14) (OVER) / SHORT (Put overage in brackets & deduct from expenses)00	.00
(15) OTHER EXPENSES (Attach a detailed list if either amount is over \$1,000)00	.00
(16) TOTAL EXPENSES (Add lines 6 through 15)00	.00
(17) NET GAMBLING INCOME (Add PB/PT Line 3 together, then deduct Line 16)	\$.00	\$.00
(18) PUNCHBOARD/PULL TAB INVENTORY - NUMBER OF GAMES:		

	(1) ON HAND BEGINNING OF QTR.	(2) PURCHASED DURING THE QTR.	(3) REMOVED FROM PLAY DURING THE QTR.	(4) ON HAND END OF QTR.
PUNCHBOARDS	#	#	#	#
PULL TABS	#	#	#	#

OTHER REQUIRED INFORMATION:

(19) NET INCOME FROM RETAIL SALES ACTIVITIES (Snack bar, daubers, glue sticks, etc.)00
(20) NET INCOME FROM DRAWINGS (Conducted primarily in conjunction with Bingo)00
(21) NET INCOME FROM AMUSEMENT GAMES (Conducted primarily in conjunction with Bingo)00
(22) TOTAL BINGO ATTENDANCE THIS QUARTER:	TOTAL NUMBER OF SESSIONS HELD THIS QUARTER:

DO NOT SEND MONEY WITH THIS REPORT

Signature and Verification: I declare under the penalties of perjury that this report (including any accompanying statements or lists) has been examined by me and to the best of my knowledge and belief is true, correct, and complete.

(23) _____	(TITLE) _____	(DAYTIME TELEPHONE) _____	(DATE) _____
(24) _____	(BUSINESS NAME) _____	(DAYTIME TELEPHONE) _____	(DATE) _____

Send ORIGINAL to Washington State Gambling Commission. Keep DUPLICATE for your records.

GC2-242 (7/97)

Annual Activity Reports

- **Provided by the Commission**
- **Must be done by Class A, B, and C licensees only**
- **Must be submitted no later than 30 days after expiry of gambling license**

VII. Adjusted Cash Flow Requirements - Class E and above only

- Organizations are required to retain adequate funds to promote their charitable and nonprofit programs.
- See rule 230-20-059 for specific requirements and sanctions.

This is the end of the mandatory training session

